



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **08/17/2021**

To: Elected Official, Department head, or Accounting Staff of **Probate Court**

From: Auditor's Office Fiscal Department

SUBJECT: **Batch # 2021-00002412**

<input type="checkbox"/> Dept. Head Signature Missing on Cover	<input type="checkbox"/> Incorrect Vendor Numbers (s)
<input type="checkbox"/> Incorrect Account Number	<input type="checkbox"/> Incorrect/No Encumbrance No.
<input type="checkbox"/> Incorrect Remit Address	<input type="checkbox"/> Incorrect Voucher Amount
<input type="checkbox"/> Insufficient Cash Balance Available	<input type="checkbox"/> Incorrect G/L Date
<input type="checkbox"/> Batch not Approved in New World	<input type="checkbox"/> Expense Precede Encumbrance
<input type="checkbox"/> Insufficient Balance Available on PO	<input type="checkbox"/> Remit Copy Missing
<input type="checkbox"/> Missing Original Invoice/Supporting Documents	<input type="checkbox"/> Due Date Deadline Missed
<input type="checkbox"/> Missing "OK to Pay" Initials/Signature	XXXX Other

Solution: A copy of the court newsletter card that is to be mailed is requested to support this postage expense.

Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293

Direct Line: (440) 279-1600

FAX: Fiscal Office (440) 279-2184 * Real Estate/ Appraisal (440) 286-4359

Web site: <http://www.auditor.co.geauga.oh.us>

Email: auditor@co.geauga.oh.us

AUDITORS CERTIFICATION OF FUNDS
O.R.C. 5705.41D

Geauga County, Chardon, Ohio January 4, 2021
I HEREBY CERTIFY that the money required to meet the foregoing
contract, agreement, or obligation in the sum of
\$16,750.00

has been lawfully approved, authorized or directed for such
purpose and is in the Treasury or in the process of collection to the
credit of the fund listed next to the item below,
free from any previous encumbrances.

CHARLES E. WALDER
GEAUGA COUNTY AUDITOR

by _____, Deputy Auditor
GEAUGA COUNTY FEDERAL I.D. NO. 34-6001208
SALES AND USED TAX EXEMPTION - POLITICAL SUBDIVISION
STATE OF OHIO

FOR AUDITORS USE ONLY	Date: _____
Then and Now Certificate: _____	
Warrant Received by: _____	
Date: _____	

SHIP TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
1109641	8/16/21	4239.26 ✓
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/04/2021		
1099 AMT.		

PURCHASE ORDER NO. 2021-00000410 ✓

GEAUGA CO. BOARD OF COMMISSIONERS:	
SESSION	AUG 17 2021
RESOLUTION	21-104-092
JOURNAL	
PAGE	
BUDGET APPROVAL - ENCUMB	VOUCHER

VENDOR I.D. NO. 52088

PURCHASED FROM:
WEEKLEYS MAILING SERVICE
1420 WEST BAGLEY ROAD
BEREA, OH 44017-2935

INVOICE TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

KnibeChau
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Other Expenses - Other Expenses 1001-008-57-901 - Other 16,750.00 2 nd Q Letter - P	16,750.0000	\$16,750.00
TOTAL DUE					\$16,750.00

RECEIVED
AUG 10 2021
Gaugu County Auditor

IN THE COURT OF COMMON PLEAS

PROBATE DIVISION 2021 AUG -9 AM 9:47
GEAUGA COUNTY, OHIO

PROBATE/JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

NOT
FOR
VETTING

IN RE:

PROBATE COURT
EXPENDITURES
WEEKLEYS MAILING SERVICE

) JUDGE TIMOTHY J. GRENDALL
)
)
) ADMINISTRATIVE ORDER
) 2021-156

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$4,239.26 (Four Thousand Two Hundred Thirty Nine Dollars and Twenty Six Cents) from 1001-008-57-901 to WEEKLEYS MAILING SERVICE, at 1420 WEST BAGLEY ROAD, BEREA, OH 44017-2935, for community outreach, which the Probate Court has determined to be an expenditure for a proper public purpose. Pursuant to R.C. 319.16(D), "if the auditor questions the validity of [this] expenditure... the auditor shall notify the court that presented the documents, shall issue the warrant under protest, and shall notify the auditor of state of the protest."

As an elected official and member of the judicial branch of county government, the Judge of the Geauga County Probate/Juvenile Court is authorized to fix the amount due to court vendors who perform services for the court. Therefore, pursuant to R.C. 307.55(A), this payment is to be processed "Live".

Kindly provide this Court with the original check which it will mail to the vendor.

IT IS SO ORDERED.


TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

WEEKLEY'S MAILING SERVICE INC. ✓

1420 W. Bagley Road Berea, Ohio 44017-2935
Phone: (440) 234-4325 Fax: (440) 234-6502 eMail: weekleys@msn.com

GEAUGA COUNTY PROBATE/JUVENILE COURT
ATTN: KIM LAURIE
COURTHOUSE ANNEX, 2ND FLOOR
231 MAIN STREET, SUITE 200
CHARDON OHIO 44024

Date: ✓ August 5, 2021

INVOICE 83548

Purchase Order:

Phone:

FAX:

46,947

Postage for Court Newsletter card mailing

\$8,478.52

Must mail prior to the postal increase 8/29/21

PLEASE MAKE CHECK PAYABLE TO
WEEKLEYS MAILING SERVICE

TOTAL DUE: \$8,478.52

Terms: Upon Receipt ✓

J-2021-0369 - \$4239.26

P-2021-0410 - \$4239.26 ✓

8478.52